

ALABAMA DEPARTMENT OF TRANSPORTATION

DATE: July 17, 2009

Special Provision No. 08-0092

EFFECTIVE DATE: September 1, 2009

SUBJECT: Reporting Payroll and OJT Data Online.

The Contractor shall make the required periodic submittal of payroll information into an online management system designated by the Alabama Department of Transportation (ALDOT).

The online system is currently available for use and all required payroll and On-the-Job (OJT) training information shall be submitted into the system beginning January 4, 2010.

This online system is the Civil Rights Management System (CRMS).

The CRMS system is an application accessible via an internet connection to the ALDOT website. A user account will be assigned to the Contractor for access to the CRMS system.

The Contractor shall submit the payroll and training information to the ALDOT by an automated transfer or a manual entry process that is part of the online system. The Contractor shall submit payroll and training information for subcontractors. The Contractor shall be responsible for training the subcontractors on the CRMS system such that the subcontractor information will be in the electronic format that is required by the ALDOT.

Information concerning the procedure for using the CRMS system is given in the Internet pages of the ALDOT's Personnel and Compliance Bureau.

A link to the Personnel and Compliance Bureau's Internet page is given on the ALDOT's "home page" at www.dot.state.al.us.

Failure to submit the payroll information into the CRMS system will create delays in making payments to the Contractor and possibly disqualify the Contractor from bidding future work with the ALDOT.